

# We Are Hiring!

## Positions

- Senior Officer [Authorizer] - Credit Administration
- Security Documentation Officer
- Senior Officer – Credit Review & Control

Please send your application letter and CV to:  
Email : [recruitment2026@diamondtrust.co.tz](mailto:recruitment2026@diamondtrust.co.tz)  
Deadline : 10<sup>th</sup> June 2026

## Senior Officer [Authorizer] - Credit Administration

Reporting Line : Incharge - CAD

### Job Purpose

Authorization of entries and facilitate control/safe custody of all legal documents that support credit extensions and control release of approved credit facilities.

### Duties

- Ensure entries and maintenances are authorized are correctly and timely inputted on Flex cube. Median & EDMS
- Ensuring that credit disbursements are done at appropriate authority.
- Diarizing for future action any issues arising from disbursement (pending documentation/information)
- Ensure reconciliation and escalation of any exception of any CAD GL accounts
- Timely submission of reports of BOT, CRB reports and IFRS 9
- Accurate and timely submission of MCC and BCC reports Daily/Weekly/Monthly in-house reports
- Follow up and respond to Audit/Compliance reports.
- Ensuring effective Business Continuity Plan for the department.
- Lead any project/ special assignment e2e from UAT to Live Environment
- Initiate and follow up on ICT /System related exceptions
- Take the role of GRC Risk Champion

### Requirements

- A Bachelor's degree in Banking & Finance, Economics, Accounting or related field.

### Work Experience

- Minimum of 3 years experience in a banking environment.

### Personal Attributes

- A structured approach to dealing with complex and variable work environments in an independent manner.
- Ability to balance opposing business requirements.
- Ability to balance long term and short term requirements independently

## Senior Officer – Credit Review & Control

Reporting Line : Sr. Manager Credit Review & Control

### Job Purpose

The primary responsibility of this role will be in the areas of Credit Review & Control over the advances portfolio of the Bank by way of continuously enhancing monitoring / supervision techniques to match with higher standards. The incumbent shall liaise with the supervisor in Credit Review & Control in building systems to manage & closely monitor a growing credit portfolio of DTB Tanzania.

### Duties

Review of Credit Portfolio on daily basis, identifying the key accounts for follow up and regularization. The officer shall liaise directly with Head of Credit Review & Control to identify stressed assets and possible remedies to ensure accounts do not deteriorate.

Review of Credit Assessments conducted by Business teams to ensure that the proposal falls within the internal and regulatory guidelines of the Bank.

Identify all overdrawings on accounts which have been done without proper approvals and ensure accountability is held and regularization is followed up to closure.

Follow through with the credit control framework for submission and review of periodic returns from clients & compliance to covenants requirements.

Follow up and monitor through a framework of post disbursement review, all key parameters/ conditions of sanction, including but not limited to – financial/ account operations, submission of updated financials for review, security perfection concluded, compliance with approval conditions by MCC, TRC and BCC.

Enhanced supervision on low rated, stressed accounts – including NPAs working closely with DRU as required.

### Requirements

A Bachelor's degree in accounting, Business Administration, Banking and Finance, economics or related field.

### Work Experience

Minimum of 1-3 three years of banking experience in Credit department preferably handling corporate & Retail credit assessments & credit monitoring.

### Personal Attributes

Strong evaluation, communication and reporting skills.

Good at managing large volumes of information and can add value through management reporting.

Builds relationships and network easily.

## Security Documentation Officer

Reporting Line : Head – Credit

### Job Purpose

Incumbent is responsible for management of all the securities and documentation related to lending. The position holder will be primarily responsible for managing post approval of credit process and with the primary focus being business support and risk control in lending documentations. The position holder will work closely with, External Lawyers, different registries, Credit and all business functions to ensure that the acceptable level of TAT is achieved.

### Duties

- Review and or vet all corporate facilities agreements after an approval from business.
- Review and or prepare corporate securities documentation for lending purposes.
- Issue quality and unambiguous instruction to External Lawyers for perfection of securities.
- Sound and command in management of law firms/external lawyers involved in perfection of securities.
- Maintenance of securities data through a defined process or system. Also, reliable MIS and development of various reports for sharing with business teams and Credit.
- Provide legal opinion and advise to Credit departments within the Bank.
- Review of all securities and documentation on regular basis to confirm validity and enforceability.
- Prepare Offer letters and any other credit related facility letters.
- Followup with the business teams on any expired securities on items such as renewal of tenure and land rents.disbursement of facilities.

### Requirements

- A Bachelor's degree in LLB is required, Practicing License is required. Master's degree in LLM/MBA is an added advantage

### Work Experience

- At least 3 years of experience, Two years should be in post admission and 1 year in Credit – Legal documentation.

### Personal Attributes

- Self-motivation, reactivity and positive attitude.
- Effective Leadership.
- Interpersonal & communication skills (oral and written)